



WRITING & MLA EXPECTATIONS BY GRADE LEVEL

Keystone Middle and High School

PURPOSE

The writing expectations are meant to allow students to clearly see the standards at which they will be held at and have to adhere to when engaging in writing at Keystone in grades 6-12.

TOPICS ADDRESSED

1. **Format:** describes how the paper should be formatted which includes font, font size, title information, etc.
2. **Writing:** identifies what students should know and be able to do when conducting any type writing from Grade 6 through Grade 12.
3. **In-Text Citations:** also known as parenthetical citations, describes what a student needs to include when using source information in the body of an assignment.
4. **Works Cited Page:** describes what needs to be included on this page when students use source material.

✓ *Modern Language Association (MLA) is writing and documentation style used by The Keystone School.*

* *Students can produce work according to expectations from the grade level(s) above them.*

* *These guidelines include the expectation that information used from sources should be written in your own words or quoted.*

6th Grade

Format (*MLA*)

- Font Size: 12-14 pt.
- Font Type: Times New Roman
- 1st Page Title: Name and Date (upper left-hand corner)

Writing

- Paragraphs: 4 sentence minimum with main idea stated with support.
- Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly.
- Identify and introduce the topic for the intended audience.
- Develop and analyze the topic with relevant facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension.
- Organize ideas, concepts, and information using strategies such as definition, classification, comparison/contrast, and cause/effect; use appropriate transitions to clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Use sentences of varying lengths and complexities.
- Develop and maintain a consistent voice.
- Establish and maintain a formal style.
- Write arguments to support claims.
- Use clear reasons and relevant evidence to support claims, using credible sources and demonstrating an understanding of the topic.
- Introduce and state an opinion on a topic.
- Organize the claim(s) with clear reasons and evidence clearly; clarify relationships among claim(s) and reasons by using words, phrases, and clauses; provide a concluding statement or section that follows from the argument presented.
- Gather relevant information from multiple print and digital sources; assess the credibility of each source; while avoiding plagiarism by not copying and pasting and providing basic bibliographic information for sources [see Bibliography (MLA) below].

In-Text Citations (*MLA*)

- Not Required

Bibliography (*MLA*)

- List the source's title or website address (URL)
 - On separate page at the end of paper

7th Grade

Format (*MLA*)

- Font Size: 12-14 pt.
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, and date (upper left-hand corner)

Writing

- Paragraphs: 5 sentence minimum with main idea stated with several supporting details. (Indent first line of paragraph one half-inch/use Tab key)
- Informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly. Identify and introduce the topic for the intended audience.
- Identify and introduce the topic clearly, including a preview of what is to follow. Organize ideas, concepts, and information using strategies such as definition, classification, comparison/contrast, and cause/effect; use appropriate transitions to clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Develop and analyze the topic with relevant facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension.
- Organize ideas, concepts, and information using strategies such as definition, classification, comparison/contrast, and cause/effect; use appropriate transitions to create cohesion and clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Use sentences of varying lengths and complexities.
- Develop and maintain a consistent voice.
- Establish and maintain a formal style.
- Write arguments to support claims.
- Introduce and state an opinion on a topic.
- Acknowledge alternate or opposing claims and support claim with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic.
- Organize the claim(s) with clear reasons and evidence clearly; clarify relationships among claim(s) and reasons by using words, phrases, and clauses to create cohesion; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; while avoiding plagiarism by not copying and pasting and providing basic bibliographic information for sources [see Bibliography (*MLA*) row].

In-Text Citations (*MLA*)

- Recommended
- Begin understanding proper in-text citation format

Bibliography (*MLA*)

- List the source's author(s) and title or website address (URL)
 - On separate page at the end of paper

8th Grade

Format (*MLA*)

- Font Size: 12 pt.
- Line Spacing: double spaced
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, and date double spaced (upper left-hand corner)

Writing

- Paragraphs: 5 sentence minimum with clearly stated main idea that is supported with several supporting details. (Indent first line of paragraph one half-inch/use Tab key)
- Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly.
- Identify and introduce the topic clearly, including a preview of what is to follow.
- Develop and analyze the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension.
- Organize ideas, concepts, and information into broader categories; use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Use sentences of varying lengths and complexities.
- Create tone and voice through precise language.
- Establish and maintain a formal style.
- Write arguments to support claims.
- Introduce and state an opinion on a topic.
- Acknowledge and distinguish the claim(s) from alternate or opposing claims and support claim with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic.
- Organize the claim(s) with clear reasons and evidence clearly; clarify relationships among claim(s), counterclaims, reasons, and evidence by using words, phrases, and clauses to create cohesion; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation as indicated in the score guide for assignments as required.

In-Text Citations (*MLA*)

- As Required by assignment

Works Cited (*MLA*)

- List the source's author(s), title, website address (URL), and publication date
 - On separate page at the end of paper
 - Label the page Works Cited centered at the top of page

9th Grade

Format (*MLA*)

- Font Size: 12 pt.
- Line Spacing: double spaced
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, Course Title, and date double spaced (upper left-hand corner)

Writing

- Paragraphs: 5 sentence minimum. Length is appropriate for paragraph type. Main idea is clearly expressed with abundant supporting details in varied sentence structures. (Indent first line of paragraph one half-inch/use Tab key)
- Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly.
- Identify and introduce the topic clearly, including a preview of what is to follow.
- Develop and analyze the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension.
- Organize ideas, concepts, and information into broader categories; use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Use sentences of varying lengths and complexities.
- Create tone and voice through precise language.
- Establish and maintain a formal style.
- Write arguments to support claims.
- Introduce and state an opinion on a topic.
- Acknowledge and distinguish the claim(s) from alternate or opposing claims and support claim with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic.
- Organize the claim(s) with clear reasons and evidence clearly; clarify relationships among claim(s), counterclaims, reasons, and evidence by using words, phrases, and clauses to create cohesion; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.

In-Text Citations (*MLA*)

- Proper MLA format for in-text citation is the expectation

Works Cited (*MLA*)

- List the source's author(s), title, URL, and publication date
 - On separate page at the end of paper
 - Sources listed in alphabetical order
- Label the page Works Cited centered at the top of page

10th Grade

Format (*MLA*)

- Font Size: 12 pt.
- Line Spacing: double spaced
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, Course Title, and date double spaced (upper left-hand corner)
 - Assignment Name or Title a double space below date and centered
 - Page # in top right corner of header
 - 1” margins

Writing

- Paragraphs: 6 sentence minimum. Length is appropriate for paragraph type. Main idea is clearly expressed with abundant supporting details in varied sentence structures. (Indent first line of paragraph one half-inch/use Tab key)
- Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly.
- Identify and introduce the topic clearly, including a preview of what is to follow.
- Develop and analyze the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension.
- Organize ideas, concepts, and information into broader categories; use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts; provide a concluding statement or section; include formatting when useful to aiding comprehension.
- Use sentences of varying lengths and complexities.
- Create tone and voice through precise language.
- Establish and maintain a formal style.
- Write arguments to support claims.
- Introduce and state an opinion on a topic.
- Acknowledge and distinguish the claim(s) from alternate or opposing claims and support claim with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic.
- Organize the claim(s) with clear reasons and evidence clearly; clarify relationships among claim(s), counterclaims, reasons, and evidence by using words, phrases, and clauses to create cohesion; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.

In-Text Citations (*MLA*)

- Proper MLA format for in-text citation is the expectation

Works Cited (*MLA*)

- List the source's author(s), title, website title, website publisher, URL, and publication date
 - On separate page at the end of paper with sources listed in alphabetical order
 - Label the page Works Cited centered at the top of page
 - Spacing and indents are expected to be properly used.

11th Grade

Format (MLA)

- Font Size: 12 pt.
- Line Spacing: double spaced
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, Course Title, and date double spaced (upper left-hand corner)
 - Assignment Name or Title a double space below date and centered
 - Page # in top right corner of header
 - 1” margins

Writing

- Paragraphs: Is well developed and length is appropriate for paragraph type. Main idea is clearly expressed with abundant supporting details in varied sentence structures. (Indent first line of paragraph one half-inch/use Tab key)
- Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately.
- Write with a sharp, distinct focus identifying topic, task, and audience.
- Develop and analyze the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience’s knowledge of the topic; include graphics and multimedia when useful to aiding comprehension.
- Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole; use appropriate and varied transitions and syntax to link the major sections of the text; provide a concluding statement or section that supports the information presented; include formatting when useful to aiding comprehension.
- Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.
- Establish and maintain a formal style and objective tone while attending to the norms of the discipline in which they are writing.
- Write arguments to support claims in an analysis of substantive topics. Introduce the precise, knowledgeable claim.
- Write with a sharp, distinct focus identifying topic, task, and audience.
- Distinguish the claim(s) from alternate or opposing claims; develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases.
- Create organization that logically sequences claim(s), counterclaims, reasons, and evidence; use words, phrases, and clauses as well as varied syntax to link the major sections of the text to create cohesion and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

In-Text Citations (MLA)

- Proper MLA format for in-text citation is the expectation

Works Cited (MLA)

- Proper MLA format for Works Cited page is the expectation.

12th Grade

Format (MLA)

- Font Size: 12 pt.
- Line Spacing: double spaced
- Font Type: Times New Roman
- 1st Page Title: Name, Teacher Name, Course Title, and date double spaced (upper left-hand corner)
 - Assignment Name or Title double spaced below the date and centered
 - Last Name and page # in top right corner of header
 - 1” margins

Writing

- Paragraphs: Is well developed and length is appropriate for paragraph type. Main idea is clearly expressed with abundant supporting details in varied sentence structures. (Indent first line of paragraph one half-inch/use Tab key)
- Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately.
- Write with a sharp, distinct focus identifying topic, task, and audience.
- Develop and analyze the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience’s knowledge of the topic; include graphics and multimedia when useful to aiding comprehension.
- Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole; use appropriate and varied transitions and syntax to link the major sections of the text; provide a concluding statement or section that supports the information presented; include formatting when useful to aiding comprehension.
- Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.
- Establish and maintain a formal style and objective tone while attending to the norms of the discipline in which they are writing.
- Write arguments to support claims in an analysis of substantive topics.
- Write with a sharp, distinct focus identifying topic, task, and audience.
- Introduce the precise, knowledgeable claim.
- Distinguish the claim(s) from alternate or opposing claims; develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases.
- Create organization that logically sequences claim(s), counterclaims, reasons, and evidence; use words, phrases, and clauses as well as varied syntax to link the major sections of the text to create cohesion and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims; provide a concluding statement or section that follows from and supports the argument presented.
- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

In-Text Citations (MLA)

- Proper MLA format for in-text citation is the expectation

Works Cited (MLA)

- Proper MLA format for Works Cited page is the expectation.

Grade Level of Courses

The grade level associated with each course indicates the writing and MLA expectation as expressed above for that course. It is not meant to dictate at what grade level you should take a course.

6 th Grade Courses	7 th Grade Courses	8 th Grade Courses
<ul style="list-style-type: none"> ▪ 6th Grade Art ▪ 6th Grade English ▪ 6th Grade Health ▪ 6th Grade Math ▪ 6th Grade Music ▪ 6th Grade Physical Education ▪ 6th Grade Science ▪ 6th Grade Social Studies 	<ul style="list-style-type: none"> ▪ 7th Grade Art ▪ 7th Grade English ▪ 7th Grade Health ▪ 7th Grade Math ▪ 7th Grade Music ▪ 7th Grade Physical Education ▪ 7th Grade Science ▪ 7th Social Studies 	<ul style="list-style-type: none"> ▪ 8th Grade Art ▪ 8th Grade English ▪ 8th Grade Health ▪ 8th Grade Math ▪ 8th Grade Music ▪ 8th Grade Physical Education ▪ 8th Grade Science ▪ 8th Grade Social Studies ▪ Career Exploration ▪ World Language and Cultures ▪ Middle School Photography
9 th Grade Courses	10 th Grade Courses	11 th Grade Courses
<ul style="list-style-type: none"> ▪ Civics ▪ Sociology ▪ English 1 ▪ Grammar and Composition ▪ Algebra 1 ▪ Consumer Math ▪ Pre-Algebra ▪ Biology ▪ Earth Science with Advanced Lab ▪ Earth Science with Lab ▪ Accounting ▪ AP Computer Science ▪ 3D Modeling and Animation ▪ Career Planning ▪ Computer Fundamentals ▪ Criminology ▪ Digital Media: Image Design and Editing-Web Design ▪ Digital Video Production ▪ Entrepreneurship ▪ Fashion and Interior Design 	<ul style="list-style-type: none"> ▪ Psychology ▪ Geography ▪ English 2 ▪ Algebra 2 ▪ Geometry ▪ Integrated Math ▪ Chemistry with Advanced Lab ▪ Chemistry with Lab ▪ Physical Science ▪ Fine Art (0815) ▪ Art and Music Appreciation ▪ Chinese II ▪ French II ▪ German II ▪ Japanese II ▪ Latin II ▪ Spanish II 	<ul style="list-style-type: none"> ▪ American Government/Economics ▪ Contemporary World Issues ▪ World History ▪ English 3 ▪ Creative Writing ▪ Trigonometry/Pre-Calculus ▪ Environmental Science ▪ Fine Art (0613 and 0112) ▪ French III ▪ German III ▪ Spanish III

- Forensic Science
- Game Design
- Health/Nutrition and Wellness
- Health Science
- International Business
- Life Skills
- Marketing
- Personal Finance
- Physical Education
- Programming: visual Basic.NET and Java
- Public Speaking
- Service Learning I & II
- Veterinary Science
- Chinese I
- French I
- German I
- Japanese I
- Latin I
- Spanish I

12th Grade Courses

- American History
- U.S. History
- AP European History
- AP Economics (Macro and Micro)
- AP Psychology
- AP U.S. Government
- AP World History
- AP English Language
- AP English Literature
- English 4
- Journalism
- AP Calculus AB
- AP Statistics
- Calculus
- Probability and Statistics
- AP Biology with Lab
- AP Environmental Science with Lab
- Physics
- French IV
- German IV
- Spanish IV